

(CLASSIFICATION)

64-6303

OFFICE OF THE DIRECTOR

Action Memorandum No. A-425Date 14 September 1964

TO : Director of Training

VIA : Deputy Director/Support

SUBJECT : Course on Briefing Techniques

REFERENCE:

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We have had just one running of course for senior officials on briefing techniques. The general consensus was that this was a useful expenditure of time, and the critiques indicated approval on the part of the participants. I believe the Office of Training should assume the initiative for setting up additional briefing courses until all of the senior officials of the Agency have completed it.

[signed] Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive DirectorM
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LBK:drm

Distribution:

O & 1 - Addressee

1 - ER

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SUSPENSE DATE:

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